STATE OF MISSOURI

March 28 2007, ITAB Meeting Minutes

Attendees:
Paul Wright, ITAB Chair, CIO ITSD/DESE
Dan Ross, CIO ITSD

Adams, Steve ITSD/DSS	Duwe, Daryl Mo Enterprise	Koelling, Bobbie Sue OA/ITSD/DESE	Rawson, Ed Rose International
Allen, Corky Gartner	Dwyer, Tim OA/ITSD/DIFP	Lloyd, Don OA/ITSD/DOC	Reed, Phil OA/ITSD/DOR
Anderson, Rachel OA/ITSD	Eggen, Gary OA/PMM	Lueckenhoff, Larry MSHP-ISD	Renick, Cindy SAO
Atchison, BJ OA/ITSD/DED	Garr, Jim MDC	Lyndaker, Gary OA/ITSD/DMH	Reeves, Greg IBM
Beasley, Tim MSI	Gerrard-Hartman Marilyn OA/ITSD	Mertens, Chris OA/ITSD	Roggero, Jim OSCA
Becker, Eric Symantec	Grecian, Jan OA/ITSD	Moeller, Daniel STO	Ross, Dan OA/ITSD
Bott, Bill OA/ITSD	Henley, Mike Rose International	Monda, Paul Mo National Guard	Stokes, Tom OA/ITSD
Buechter, Augie OA/ITSD/DSS	Hodge, Gina OA/ITSD/DOR	Morrow, Lynn IBI	Townsend, Keith OA/ITSD/DED
Butler, Jerry AT&T	Holmes, Arlan OA/ITSD	Myers, Bob Tier	Volkart, Jason OA/ITSD/MDA
Callis, Steve OA/ITSD	James, Diana OA/ITSD/DESE	Nield, Tom SOS	Weaver, Alicia OA/ITSD
Carter, Howard OA/ITSD	Jenkins, Tyler OA/ITSD/DSS	Pashia, Dennis AT&T	Wieberg, Pete OA/ITSD
Chancellor, Beth University of MO	Jobe, Elena OA/ITSD/DNR	Peters, Paula OA/ITSD/DHSS	Wright, Paul OA/ITSD/DESE
Craig, Todd FSE	Kelso, Craig SOS	Peterson, Rex MOREnet	
Davis, Rob OA/ITSD/DOLIR	Kempker, Carolyn ITSD/MDA	Porter, R.D. OA/ITSD	
Duenow, Bill SEMA	Kleckner, Lori OA/ITSD	Rawat, Gagneesh OA/ITSD/DHE	

Paul Wright called the meeting to order at 8:30 a.m.

PRESENTATIONS/DISCUSSION ITEMS
1. Paul introduced Bill Duenow ITSD/SEMA and Jason Volkart ITSD/MDA to ITAB members. Paul offered good wishes to both in their new position.
2. Dan Ross presented Gary Lyndaker with a gift to extend thanks for his good work as the ITAB chair for 2006.
3. R.D. Porter made the announcement that some cell phones may go off at ten o'clock due to the annual test.
4. Ron Thomas reported about the business portal. There are seven hundred and fifty thousand businesses in Missouri, the intent is to centralize all information so it is easier for individuals to locate answers to questions they may have. Steve Callis is the project manager for the business portal.

ACTION ITEMS
1. ITAB February 28, 2007 meeting minutes were presented for approval. A motion was made by Steve Adams, Paul Monda seconded, and the minutes were accepted.
2. Paul stated that he has received the majority of updates; photos/bios for website and corrections for primary and secondary contact information for ITAB directory. All sub-committee information has been received.
3. Bill Bott will be contacting sub-committees for their charters. Meetings will be set up with each sub-committee to discuss their charter information.

GENERAL BUSINESS
1. CIO Discussion (Dan Ross)
a. Dan recognized new member, Daryl Duwe; Executive Director, from Missouri Enterprise Technology Association. Daryl will be speaking on behalf of technology vendors in the capital. IT will be working with Daryl on the budget and other IT initiatives. Daryl is promoting math and science in schools so there is a greater interest in the technology field.
b. Dan announced at ten o'clock the House will be discussing the IT budget. They are currently looking at cutting seven hundred and seventy five thousand dollars, this is funds to operate on a daily basis.
c. Dan stated he will be meeting with GIS folks to discuss their concerns about finding qualified candidates for jobs. Dan stated that each IT director should really push summer interns.
d. Dan announced he is no longer searching for a letter tracking system.

2. ITAB Chair Items (Paul Wright, ITSD-DESE)
a. Paul announced he will be sending out information to ex-officio members to invite them to ITAB monthly meetings to share information with ITAB on projects they are currently working on at their universities. Some items may be of some interest or some IT may already be engaged in.
b. Paul presented draft of ITAB Charter. Todd Craig made motion to approve changes, Gary Lyndaker seconded, and the draft was approved.

ITAB COMMITTEE UPDATES

1. **Architecture Review Committee (Ron Thomas)** – Ron reported twelve documents were approved, which fell within the security domain.
2. **Digital Media Developers (Kevin Lanahan/Bobbie Sue Koelling)** – Bobbie Sue reported the web standards group is currently discussing resources for a programming piece of XML. Bobbie Sue announced they just received Adobe Acrobat 8, has been tested and works well.
3. **MOTEC (Jeff Falter/ Laura Mertens)** – Jeff Falter reported they are currently working on cap for FY08.
4. **Personnel Committee (Chris Wilkerson)** – Chris Wilkerson not present, Jan Grecian reported they are currently reviewing IT specialty codes.
5. **Project Management Standing Committee (Steve Adams/ Tom Stokes)** – Steve Adams reported the committee met on March 16th for certification update. Recertification update was sent to IT directors indicating staff members who are currently certified and those who are not.
6. **Incident Response Plan (R.D. Porter)** – R.D. Porter distributed the Missouri Incident Response Plan to all IT directors. R.D. stated all security officers will also receive a copy of the plan. R.D. emphasized the importance to familiarize yourself with the plan and understand the importance to make necessary changes as needed as this is a living document.
7. **User Group Coordination (Jeff Faulter)** – No report was noted.
8. **MOREnet (Chip Byers)** – Rex reported there was a slight increase to the states internet access.
9. **Statewide Purchasing Update (Gary Eggen/ Karen Boeger)** – Gary Eggen announced they were granted an award on new satellite services. Gary stated PAQ training should be available sometime in April.
10. **ITSD Budget (Dan Ross)** – Dan Ross gave a presentation on ITSD budget for FY08.

> **Goals for FY08**
> *Next Generation Network
> *Enterprise Content Management
> *AD/Exchange Completion
> *Disaster Recovery/Business Continuity
> *Mainframe Print Consolidation
> *Potential move to common version of MS Office
> **Budget Update**
> *5.5 million from general revenue last year capped at fifteen to twenty percent run on IT cuts in the last five years
> *Any cut this year will probably cause service interruptions and suspensions on any new project that is not a budgeted item
> *Continue to manage funds correctly
> *After House Budget Hearing IT is currently looking at a cut of $775,000.00 plus $40,000.00 from federal match
> **Next Steps**
> *Wait on Senate
> *Work on educating legislators
> *Engage departments and other leadership to communicate and educate the impact of budget cuts
> *Assure future growth in IT
> *Deal with the IT professional shortage

11. **Technology Services (Chris Wilkerson, R.D. Porter, Howard Carter, Pete Wieberg, Alicia Weaver, Marilyn Gerrard-Hartman)** – Howard Carter reported they are in the process of renewing the SAS contract for mainframe. Hopeful in getting contract renewed in the up coming weeks. They are currently looking at email archiving and looking at expanding load for inbox.

    Marilyn Gerrard-Hartman introduced Ed Rossin from Rose International with which he gave a presentation regarding the ITSD Enterprise Content Management Assessment.

> *ECM allows you to capture, manage, store, deliver and preserve the lifecycle of content.
> *Allows a controlled document life cycle.
> *Objectives include: identify current content management practices, determine short, intermediate and long term content management needs and requirements.
> *Phase I: validate, analysis, specification.
> *Phase II: Design, Build, Test, Deploy.
> *July 31, 2007 is the anticipated deadline.

    Alicia Weaver stated Oracle contract is up for renewal next month. Alicia asked if you had any concerns or comments regarding Oracle contract, please advise. Alicia is also currently reviewing the CGI contract, which is the basis for Sam II.

    Pete Wieberg stated they have enough pieces of equipment to keep the MOREnet servers operable, hopeful to replace by June 08.

12. **MO GIS Advisory Counsel/GIO Update (Tony Spicci/ Bobbie Sue Koelling)** – Bobbie Sue reported DOQ is still ongoing. Bobbie Sue stated they are currently having preliminary 2008 flight.

OPEN DISCUSSION

1. **Presentations** – Todd Craig requested all presentations to be made available for everyone.

REVIEW OF ACTION ITEMS

1. Paul to send out reminder to committee chairs to send Bill Bott information regarding charters.
2. Paul asked to please contact Alicia Weaver if you have any information regarding Oracle contract.
3. Paul will send out request to presenters to make the presentations available for all ITAB members.

A motion was made by Steve Adams, seconded by Don Lloyd, and the meeting was adjourned.

NEXT MEETING

The next ITAB meeting is scheduled for **Wednesday, April 25, 2007 at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO**.

PW/sj